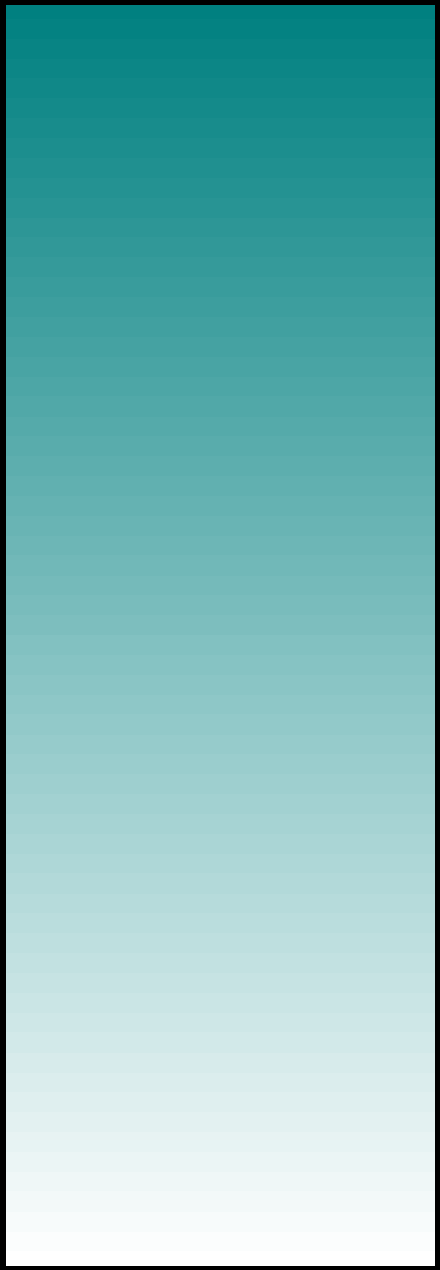

U.S. Department of Justice
Office on Violence Against Women

OVW



The President's Family Justice Center Initiative

Fiscal Year 2004 Solicitation

LETTER OF INTENT DEADLINE:
December 12, 2003

GMS REGISTRATION DEADLINE:
January 15, 2004

APPLICATION DEADLINE:
February 5, 2004

U.S. Department of Justice
Office on Violence Against Women
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Washington, DC 20531

John Ashcroft
Attorney General
U.S. Department of Justice

Diane Stuart
Director
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1-800-421-6770

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202-307-2277

Office on Violence Against Women
World Wide Web Homepage:
www.ojp.usdoj.gov/vawo

The President's Family Justice Center Initiative
World Wide Web Homepage
www.ojp.usdoj.gov/fundopps.htm

About the Office on Violence Against Women

The Office on Violence Against Women (OVW), is a component of the U.S. Department of Justice. Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, sexual assault, and stalking. Since its inception, the Office has launched a multifaceted approach to responding to these crimes. By forging state, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders accountable.

The President's Family Justice Center Initiative

The President's Family Justice Center Initiative is a pilot program that will provide \$20 million in Fiscal Year 2004 for planning and development for the establishment of comprehensive domestic violence victim service and support centers, subject to appropriations. Family Justice Centers are designed to bring together advocates from non-profit, non-governmental domestic violence victim services organizations, law enforcement officers, prosecutors, probation officers, governmental victim assistants, forensic medical professionals, civil legal attorneys, chaplains, legal advocates, and representatives from community-based organizations into one centralized location.

The goal of a comprehensive Family Justice Center is to improve access to services for victims and families. Often victims do not seek help because they must travel from location to location to seek services, telling their story over and over to numerous professionals who are scattered throughout the community. The Family Justice Center concept makes a victim's search for help and justice less burdensome by bringing professionals who provide an array of necessary services together under one roof.

The President's Initiative will support the development and creation of 12 Family Justice Centers in various communities nationwide. The President's Initiative envisions comprehensive service centers with co-location of many local service providers to support victim advocacy, law enforcement intervention, and prevention initiatives. Jurisdictions currently supporting such Centers include the City of San Diego, Hennepin County, the City of Indianapolis, and others.

The Initiative will provide communities with the resources designed to co-locate coordinated services to victims of domestic violence into one facility. On a limited basis, some community partners may participate off-site, if doing so does not compromise victim safety or result in hardship to victims.

Contingent upon Congressional appropriation of funds, for Fiscal Year 2004, awards will be made to support community planning, assessment and development activities for the establishment of Centers in twelve local

sites. At a minimum, the following activities should be undertaken. **If these activities are well under way or have been completed, the applicant should provide information on their status as part of the application narrative.**

- Hiring a project coordinator and other core staff;
- Conducting an assessment of the community's domestic violence problem as well as the services available to address the problem;
- Coordinating and conducting planning meetings with relevant partners and local agencies;
- Strengthening existing collaborative partnerships;
- Developing a strategic plan;
- Identifying and securing a site for the Center;
- Establishing a Family Justice Center and each of its unique, innovative components with existing personnel;
- Developing an evaluation plan;
- Providing for a local research partner who can provide data collection services, data collection activities and/or data collectors, focus group activities, survey work and other activities;
- Developing a case management information system that will provide for data integration across systems and among participating agencies; and
- Obtaining technical assistance from OVW identified providers and from other federal partners.

Availability of Funds

Funding to support the President's Family Justice Center Initiative in Fiscal Year 2004 is contingent upon Congressional appropriation of funds. Therefore, awards under this initiative are subject to the availability of a Congressional appropriation.

Applicants should carefully consider the resources needed to successfully develop and create a Family Justice Center and should present a realistic budget that accurately reflects project costs. Individual sites may receive up to \$1.5 million from the Office on Violence Against Women. Award amounts will vary depending on the size of the population to be served and the scope of the program.

The Office on Violence Against Women (OVW) in the U. S. Department of Justice will administer and manage the overall initiative and will make grant awards through the following programs:

- Grants to Encourage Arrest Policies and Enforcement of Protection Orders (Arrest Program);
- Rural Domestic Violence and Child Victimization Enforcement Grants (Rural Program); and
- Legal Assistance for Victims Grant Program (LAV Program).

Contingent upon appropriation of funds, this initiative is complemented by the collaboration of the following federal agencies:

- The U. S. Department of

Agriculture will coordinate local Women, Infants, and Children (WIC) Program services in participating jurisdictions. In addition, these pilot centers in rural areas will be eligible to apply for grants and loans from USDA's Rural Development Programs.

- The U. S. Department of Defense, in collaboration with OVW, will establish Family Justice Centers in communities near military installations to coordinate on-base response to domestic violence victims and to establish a coordinated community response to victims of domestic violence who live off-base.
- The U. S. Department of Education will provide training and technical assistance to the Local Education Authorities (LEA) in the service area of the Family Justice Centers to help support families regarding children's educational needs. Additionally, information support to the Service Centers regarding Federal Education funding opportunities will be provided.
- The U. S. Department of Health and Human Services will coordinate and align domestic violence programs and victim services, and provide technical assistance and training to host sites.
- The U.S. Department of Housing

and Urban Development will coordinate with the Centers to provide information on available federally supported housing counseling and service programs (including homelessness or rental housing opportunities, housing programs targeted at tribal communities, and assistance dealing with monthly mortgage payments while experiencing a loss of income) to assist victims of domestic violence who are homeless.

- The U.S. Department of Labor (DOL) One-Stop Career Centers will be integrated with the Family Justice Centers to provide employment, training and supportive services to domestic violence victims. Referral services will be established in the Family Justice Centers for domestic violence victims to be referred to their local One-Stop Career Center when they wish to re-enter the workforce. DOL One-Stop Career Centers can also refer individuals to the Family Justice Centers as needed.

Award Period

The award period for these grants will be 18 months.

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. Depending on the scope of the proposed project,

applicants may apply for up to \$1.5 million, including up to \$165,000 for the provision of legal assistance for victims of domestic violence. Grants may be made for greater or lesser amounts than requested. In addition, OVW may negotiate the scope of work with applicants prior to award of a grant.

Application Review Process

All applications will be subject to peer review and internal review by OVW staff and other federal partners, and will be scored according to the criteria set forth in this solicitation. Internal review will consider the geographic distribution of the applications from a national and statewide perspective, the ratio of population to services, the existence of under-served communities, and the type of projects already funded within an applicant's state or community. The review process will also include evaluation of the historical and current working relationships between proposed community partners. Applications with the highest composite scores will be selected as finalists. Subsequently, representatives from participating federal agencies may conduct site visits to meet with local partners in order to select twelve sites that will receive awards.

Letter of Intent

All applicants, including current grantees who intend to apply for FY 2004 funding under this initiative, are encouraged to **submit a non-binding letter of intent**, (please see Appendix A), to OVW by **December 12, 2003**. You may fax the letter to OVW at (202) 307-3911. We will use these letters to forecast the

number of peer review panels needed to review competitive applications.

Please note that final applications are due **by 5:30 pm (EST) February 5, 2004**, and will be accepted only through the U.S. Department of Justice's Office of Justice Programs online Grant Management System (GMS). In addition, applicants should register online **by January 15, 2004**. It may take up to one week for you to receive confirmation that you are eligible to apply. Applications sent by fax will not be accepted.

To expedite the application review process, all applicants must also submit **1 original and 3 copies to the attention of The President's Family Justice Center Initiative, Aspen Systems Corporation, Mail Stop 2K, 2277 Research Boulevard, Rockville, MD 20850**. Applications must be sent by overnight mail and must be postmarked no later than **February 5, 2004**. Please refer to the "How to Apply" section on page 19 of this solicitation for further instructions.

Program Eligibility

Eligible applicants for the President's Family Justice Center Initiative are: a State or Territory; units of local government (e.g., cities, counties, townships, towns, boroughs, parishes, villages, or other general purpose political subdivisions of a state); Indian Tribal governments; and State and local courts.

In addition, **in statutorily designated Rural States the following entities are also eligible to apply**: public entities

(e.g., law enforcement agencies or county attorneys); and private entities (e.g., non-profit programs serving victims of domestic violence). **States Congress has designated as Rural are: Alaska, Arizona, Arkansas, Colorado, Idaho, Iowa, Kansas, Maine, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Vermont, and Wyoming.** A *rural state* is a state classified as per 42 U.S.C § 13971; 42 U.S.C. § 3796bb(b).

All primary applicants to the President's Family Justice Center Initiative must have a civil legal assistance component.

Eligible co-applicants for the provision of civil legal assistance to victims of domestic violence are: private, non-profit entities; publicly funded organizations acting in a non-governmental capacity; and Indian Tribal governments. These organizations should have a demonstrated history of providing direct legal or advocacy services on behalf of victims of domestic violence and must consult and coordinate with nonprofit, nongovernmental victim services programs, including sexual assault and domestic violence services programs. These co-applicants should submit an independent proposal to The President's Family Justice Center Initiative, indicating in the Abstract and/or Narrative of the application which jurisdiction they are co-applying with.

All applicants should currently have in place a strong coordinated community response to violence against women. At a minimum, partnerships should currently exist between non-profit, non-

governmental domestic violence and sexual assault programs (including local shelters for victims of domestic violence); legal services agencies, medical institutions; if applicable, military victim services; community-based organizations representing diverse populations; law enforcement; and prosecution.

Units of Local Government

For the purposes of this Initiative, a ***unit of local government*** is any city, county, township, town, borough, parish, village, or other general-purpose political subdivision of a State; an Indian tribe that performs law enforcement functions as determined by the Secretary of the Interior; or, for the purpose of assistance eligibility, any agency of the District of Columbia government or the United States Government performing law enforcement functions in and for the District of Columbia, and any Trust Territory of the Pacific Islands. Police departments, pre-trial service agencies, district or city attorneys' offices, sheriffs' departments, probation and parole departments, shelters, nonprofit, non-governmental victim services agencies, and universities are **not** considered units of local government for the purposes of this grant program. These agencies or organizations may administer grant funds and assume responsibility for the development and implementation of the project, but they may not apply directly to the Office on Violence Against Women for funding support.

Indian Tribal Governments

For the purposes of this grant initiative, ***Indian tribe*** is defined as any Indian

tribe, band, nation or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act, 43 U.S.C. §1601 *et seq.*, which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Any applicant representing a consortium of tribal governments and/or organizations must submit a resolution from the constituent tribal governments and/or organizations supporting the application. All tribal applicants are required to partner with a non-profit, non-governmental domestic violence victim services program, or community-based organizations representing the views and concerns of domestic violence survivors.

Eligible applicants under this initiative include: an individual tribal government, and/or an organized community of Indians that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Certification of Eligibility by States and Units of Local Government

States, units of local government, or tribal governments must:

(1) certify that their laws or official policies—

(a) encourage **or** mandate arrests of domestic violence offenders based on probable cause that an offense has been committed; and

(b) encourage **or** mandate arrest of domestic violence offenders who violate the terms of a valid and outstanding protection order;

(2) demonstrate that their laws, policies, **or** practices **and** their training programs discourage dual arrests of offender and victim;

(3) certify that their laws, policies, **or** practices prohibit issuance of mutual restraining orders of protection except in cases where both spouses file a claim and the court makes detailed findings of fact indicating that both spouses acted primarily as aggressors and that neither spouse acted primarily in self-defense; and

(4) certify that their laws, policies, **and** practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, or in connection with the filing, issuance, registration, or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, stalking, or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, or service of a warrant, protection order, petition for a protection order, or witness subpoena,

whether issued inside or outside the State, tribal or local jurisdiction.

Eligible applicants who can certify to these requirements must submit as part of the application **a letter** signed by the **chief executive officer** of the State, Indian tribal government, or unit of local government certifying to the conditions listed above. Please refer to Appendix B for Quick Tips to Certification of Eligibility Letter and Appendix C for a Sample Certification of Eligibility Letter.

A jurisdiction that is a first time applicant has until the end of its next legislative session to fulfill the certification provisions.

Submission of State and/or local statutes, laws and policies in lieu of a letter with proper certifications signed by the chief executive officer will not satisfy this statutory requirement.

Types of Applicants

OVW will accept applications for this initiative from new applicants and current grantees. Preference will be given to:

- applicants who can meet the certification requirements;
- applications with a civil/legal component.

New applicants are any jurisdictions or non-governmental private entities that are not currently receiving funds from OVW. **Current grantees** include States, units of local government, Indian tribal governments and non-governmental private entities currently

implementing awards under the Arrest, Rural, or LAV programs. Current grantees are eligible for continuation or supplemental funding to enhance existing activities.

All applications will be subject to peer review and internal review by OVW staff and other federal partners. Those applications receiving the highest composite scores will be eligible for funding.

Scope of the Program

The scope of the initiative is defined by the following statutory considerations and minimum requirements. Applicants must address these considerations and requirements in the Program Narrative section of the application. (Please refer to page 13 of this solicitation.)

Mandatory Purpose Areas

The President's Family Justice Center Initiative will support projects that:

- Expand already existing efforts and projects between law enforcement officers; prosecutors; non-profit, non-governmental victim advocacy groups; and other related parties to investigate and prosecute incidents of domestic violence;
- Develop policies, educational programs, and training in police departments to improve tracking of cases involving domestic violence and dating violence;
- Centralize and coordinate police enforcement, prosecution or judicial responsibility for domestic violence cases in groups or units of police officers, prosecutors,

- probation and parole officers or judges.
- Coordinate computer tracking systems to ensure communication between police, prosecutors, parole and probation officers, and both criminal and family courts;
- **And for applicants from rural states applying on behalf of a rural jurisdiction**, provide treatment, counseling and assistance to victims of domestic violence, dating violence, and child abuse, including immigration matters.

Additional Purpose Areas

The following additional activities may also be included:

- Work in cooperation with the community to develop education and prevention strategies directed toward such issues;
- Implement mandatory arrest or pro-arrest programs and policies in police departments, including mandatory arrest programs or pro-arrest programs and policies for protection order violations;
- Educate judges in criminal and other courts, (including juvenile courts) about domestic violence and improve judicial handling of such cases;
- Provide technical assistance and computer and other equipment to facilitate the widespread enforcement of protection orders, including interstate enforcement, enforcement between States and tribal jurisdictions, and enforcement between tribal jurisdictions; and
- Implement, expand, and establish

efforts and projects to provide legal assistance for victims of domestic violence, dating violence, stalking, and sexual assault by organizations with a demonstrated history of providing direct legal or advocacy services on behalf of these victims.

Partners

At a minimum, governmental partners should include:

- law enforcement;
- prosecution;
- probation; and
- if applicable, military victim services to link military families to the Family Advocacy Program and civilian services.

At a minimum, non-governmental partners should include:

- non-profit, non-governmental domestic violence and sexual assault programs (including local shelters for victims of domestic violence);
- legal services agencies, including private law firms willing to provide pro bono assistance;
- medical institutions; and
- diverse community-based organizations.

Requisite Services

This initiative will support Family Justice Centers that include the following elements:

- a central intake service;
- on-site information sharing systems;
- on-site counseling for victims;
- opportunities to obtain restraining orders;
- legal assistance and

representation for victims;

- links to medical and mental health professionals in the community;
- limited medical services;
- child care;
- assistance with emergency transportation;
- vouchers for public transportation;
- food vouchers; and
- a strong volunteer component to include a mandatory training program for volunteers on the complex dynamics of domestic violence.

If resources allow, the following additional elements may be included:

- on-site chaplains programs are strongly encouraged, assuming that (1) the training of ministers provided with Federal funds is entirely secular in nature; (2) referrals of program beneficiaries to the chaplains program are voluntary (neither mandatory nor coerced); and (3) referrals to lay counselors are also available to program beneficiaries;
- interpretation and translation services;
- outreach to military families (if applicable);
- medical care to include forensic medical exams and pediatric care;
- treatment for substance abuse;
- resources for children who witness domestic violence;
- outreach to pregnant victims;
- parenting classes;
- supervised visitation off-site;

- outreach to teens experiencing dating violence; and
- early intervention and prevention efforts.

A Memorandum of Understanding should seek to re-locate existing staff members from private and public agencies to the Center. Full-time, on-site staff are preferred, although part-time staff support may be appropriate depending on the service needs of the Center. Off-site partners may also be a part of any Center. Information sharing systems of on-site or off-site partners must adhere to any applicable laws governing such systems and protocols that assure a victim's safety.

Activities that May Compromise Victim Safety

Ensuring victim safety is the guiding principle underlying this Initiative. Experience has shown that certain practices compromise victim safety rather than enhance it. For example, forcing a victim to testify against an abusive partner or care giver may sometimes place that victim at greater risk of continuing or escalating violence. Some responses by the justice system may minimize or trivialize the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety and holding perpetrators accountable for their criminal conduct, applicants are discouraged from proposing projects that include any of the activities listed below:

- Offering perpetrators the option of entering pre-trial diversion programs;
- Mediation or counseling for couples as a systemic response

- to domestic violence;
- Batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior; and
- Procedures that would force victims of domestic violence to testify against their abusers or impose other sanctions on them. Rather, procedures that provide victims the opportunity to make an informed choice about whether to testify are encouraged.

Existing/New Personnel

The President's Family Justice Center Initiative is not intended to facilitate the supplanting of local financial resources with federal resources. Current domestic violence professionals in a local community should be geographically co-located in order to create efficiencies and synergies which come from a comprehensive approach to services. Proposals, therefore, should be primarily focused on creating Centers which house existing professionals from all related disciplines in a single service center. The Initiative does not contemplate bringing perpetrators to the Center. Therefore, activities such as batterer intervention or probation review must take place off site.

Review Process

The Office on Violence Against Women will establish panels of experts and practitioners to review applications. The panels will review the information provided in the application against the selection criteria for the program. The

total possible points are **100**. For current grantees applying for funding, the status of current grant-funded activities and geographic distribution will be taken into consideration as part of the review process.

Selection Criteria

The peer review panel will evaluate all applications against criteria consistent with:

- the purpose areas outlined;
- the priority services to be provided;
- the quality of governmental and non-governmental partnerships as demonstrated in the required Memorandum of Understanding (see page 16 of this solicitation); and
- the demonstrated ability of the applicant to enhance the safety of victims and hold offenders accountable by implementing a coordinated community response to domestic violence.

The peer review panel will also rate the proposed project based on the criteria set forth in the *Application Content and Guidelines* section of this solicitation.

Application Content

New Requirement

Beginning October 1, 2003, a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award.

The DUNS number will be entered into GMS by the applicant. The DUNS number will be required whether an

applicant is submitting an application on paper, through OJP's Grants Management System, or using the government-wide electronic portal (Grants.gov). **An application will not be considered complete until a valid DUNS number is provided by the applicant.** Individuals who would personally receive a grant or cooperative agreement from the Federal government are exempt from this requirement. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-800-333-0505.

If you have any questions, please contact the Office of the Comptroller's Customer Service Center at 1-800-458-0786.

Applicants must complete each of the following sections as part of their proposals. For each section listed below, please note the corresponding maximum point value that may be assigned during the review process.

Application for Federal Assistance

(SF-424): 0 points

The SF-424 will be filled out online through GMS. The Catalog of Federal Domestic Assistance number for the President's Family Justice Center Initiative applications is 16.590 (block 10). The Federal cognizant audit agency and fiscal year of the applicant organization should be listed in block 11 of the

form.

Applicants must ensure that the information for the authorizing official and alternate contact are filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of the jurisdiction or non-governmental private entity applying. If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.

Summary Data Sheet
(not to exceed one page): 5 points

Please identify the following, where applicable:

- the agency and type of agency (e.g., local government, state government, tribal government, non-profit organization, faith-based or community based organization) applying for funding;
- the non-profit, private victim services organization(s) collaborating on this project;
- the LAV co-applicant, if applicable;
- information on the size, population, domestic violence prevalence rate, if available, for the type of jurisdiction applied for (see page 2).
- the communities or

- regional area(s) where this project will be implemented;
- the population to be served;
- the Mandatory Purpose areas and any additional purpose areas addressed by this proposal;
- the Requisite Services and any additional services addressed by this proposal; and
- other grants to support similar work for which you have applied to federal agencies.

Abstract

(not to exceed one page):

5 points

The proposal abstract, when read separately from the rest of the application, is meant to serve as a succinct and accurate description of the proposed project and should describe project goals and objectives. Summaries of past accomplishments should be avoided in the abstract.

Abstracts will be reviewed by the peer review panel according to the following criteria:

- Conciseness
- Accuracy in summarizing the Project Narrative

Project Narrative

The Project Narrative may not exceed 10 double-spaced, typed pages on 8 ½ x 11 inch paper. Margins must not be less than one inch, and type no smaller than 12 point and 12 characters

per inch must be used. The components of the Project Narrative are worth a cumulative total of 50 points. The narrative should include the following four (4) components:

(1) Need for the Project (not to exceed one page): 10 points

Describe the current response to domestic violence in your community and how a Family Justice Center would enhance what currently exists.

This section should briefly:

- describe the problem to be addressed and how funding would alleviate it;
- identify the target population and describe how the target population would benefit from the proposed project (*please use current demographic information in order to be as specific and detailed as possible when describing the population to be served*); and
- describe the community in which the project would be implemented, including location, population, and demographic information.

This section will also be rated on the following:

- the description of the impact of current or prior efforts to prevent and reduce domestic violence in the jurisdiction;
- the need or continued

- need for the project; and the description of the community to be served-including diverse, traditionally under served populations of victims of domestic violence and how the proposed project will address their needs.

**(2)What Will be Done
(not to exceed five pages):
15 points**

This section should provide a detailed explanation of what will be done. It should detail the project goals and objectives, describing the specific tasks and activities necessary for accomplishing each, and including a time frame that identifies when activities will be accomplished. If the applicant has received federal support for similar efforts (e.g., the development of a coordinated community response to domestic violence), this section should include a description of how funding to support a Family Justice Center will continue and/or enhance the existing project or activity.

In addition to the criteria above, this section will also be rated on the following:

- the status of any existing initiative activities;
- the extent to which all project activities fall within the scope of the program;
- the extent to which

- proposed activities would address the need described;
- the extent to which project activities seem feasible and likely to succeed;
- the extent to which the proposal does not include activities that compromise victim safety; and
- the clear description of project activities that reflect sound and innovative strategies to improve victim safety and offender accountability.

**(3) Who Will Implement the Project
(not to exceed two pages):
15 points**

All applicants must identify the agency(ies) or office(s) responsible for carrying out the project. This section should clearly identify all of the project partners, specifying their respective roles and responsibilities, and the collaborative relationship to be developed or enhanced. A description of the expertise or experience of key staff should also be included.

In addition, all applicants **are required** to enter into formal collaborations with non-profit, non-governmental organizations serving victims of domestic violence. This may include faith-based or community-based organizations. Faith-based or

community-based domestic violence victim advocates must be involved in the **development and implementation** of the project.

Faith-based and community based domestic violence victim advocacy organizations should meet all of the following criteria:

- Provide services to victims of domestic violence, dating violence or stalking;
- Address a demonstrated need in their communities by providing services that promote the integrity and self sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence; and
- Do not engage in activities that compromise victim safety.

In most jurisdictions, a viable Family Justice Center initiative will require government-based sponsorship or oversight. Collaborative/shared leadership structures are preferred, subject to a binding Code of Conduct for all participating agencies and an Operations Manual with rules and regulations for all on-site and off-site partners.

**(4) Sustainability Plan
(not to exceed one page):
10 points**

Applicants are required to

develop and include a plan describing their commitment to obtain other sources of support throughout the planning, assessment, and developmental of this Initiative. **Applicants should also demonstrate their capacity to continue the support for the Family Justice Center after federal funds are no longer available.** This plan should include specific details to co-locate existing staff rather than hiring new staff and will be evaluated on whether it proposes feasible strategies to preserve project activities long-term.

**Budget Detail:
20 points**

Each application must include a detailed budget and budget narrative for the project. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. **The grant period will be 18 months.** **Budgets must reflect a breakdown of activity for the full length of the proposed project and should outline specific costs.**

In developing the budget, applicants should bear in mind that all partners should be fairly compensated for their participation in any project-related activities, including but not limited to compensation for time and travel expenses to attend or provide education, training and

technical assistance or mentoring. The budget must include compensation for services rendered by all partners, including nonprofit, non-governmental domestic violence and sexual assault victim advocacy organizations (e.g., shelters and advocacy organizations) and private programs that serve children, the elderly, and women with disabilities, where applicable.

Match is not required for this grant program, but applicants are encouraged to maximize the impact of federal grant dollars by contributing to the costs of their projects through private, corporate, or local governmental contributions.

Supplemental contributions may be cash, in-kind services, or a combination of both. Any supplemental contributions can be discussed in the project narrative; however, these contributions should not be included in the budget or budget narrative.

Consultant rates in excess of \$450 per day require prior approval by OVW.

All applicants **are required** to allocate \$25,000 to support travel costs associated with technical assistance and capacity-building activities (e.g., grantee meetings, training institutes, site consultations, audio- and video-conferences) sponsored by OVW and other designated technical

assistance providers. These funds are to be used **only** for designated technical assistance unless otherwise approved by the Office. Applicants from Alaska, Hawaii, Guam, Northern Mariana Islands, and American Samoa should set aside an additional \$5,000 for the above purpose.

This required amount of \$25,000 should be included in the “*travel*” category. Applicants must provide an estimated cost breakdown for this amount (include the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.). **Please refer to the Sample Budget Detail Worksheet and the Sample Budget in Appendix D for an example of an estimated breakdown of these costs.**

Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by the Office of the Comptroller, Office of Justice Programs. These seminars instruct participants on the financial administration of Office of Justice Programs formula and discretionary grant programs. A schedule listing the financial training seminars is available at www.ojp.usdoj.gov/oc/fmts.htm

A Budget Detail Worksheet is included as Appendix E of this application kit. Please submit your budget and budget narrative online as one attachment under

“Budget Narrative;” however, when preparing these items, please use the Budget Detail Worksheet as a guide, including all required budget categories, as needed.

In addition to the foregoing, this section will also be rated on the following:

The extent to which the budget clearly describes:

- a link between the proposed activities and the proposed budgetary entries;
- how the amounts of the specific budget items were determined;
- covers the cost of all project components; and
- clearly identifies project evaluation costs.

Memorandum of Understanding:

20 points

Each application **must include**, as an attachment, a current (i.e., signed and dated during the development of the proposal) Memorandum of Understanding (MOU) created and signed by the chief executive officers and/or directors of: relevant criminal justice agencies participating in project development or implementation, (e.g., law enforcement, prosecution, and probation); nonprofit, private domestic violence victim advocacy organizations, victim service providers, and other governmental and community

agencies or organizations that will collaborate to implement the project. **The MOU must do the following:**

- Identify the partners and provide a brief history of the collaborative relationship among those partners;
- Specify the extent of each party’s participation in developing the application;
- Clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- Identify the representatives of the planning and development team who will be responsible for developing and implementing project activities and describe how they will work together and with project staff;
- Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
- Demonstrate a commitment to actively engage in short-term and long-term strategic planning focused on the development and sustainability of the proposed Family Justice Center.
- Indicate approval of the proposed project budget by all signing parties;
- Describe the resources

- each partner would contribute to the project, either through time, in-kind contributions, or grant funds (for example, office space, project staff, training); and
- Identify the full-time and part-time staff members from public and private agencies who will be re-located to the Family Justice Center and those limited partners who will be located off-site.

To demonstrate evidence of collaboration the MOU must be a single document signed by appropriate representatives from all partnering agencies.

Letters of support may not be submitted in lieu of the MOU.

After you have completed the SF-424 and attached the project narrative, detailed budget and budget narrative in GMS, please fax the MOU to (202) 354-4147.

You must include your application number and the title: “The President’s Family Justice Center Initiative” on the cover sheet of the faxed documents.

Assurances (Form 4000/3) and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace

Requirements (Form 4061/6).

Review the assurances and certification forms. Agreement to these assurances and certifications will be assumed upon receipt of an application received through GMS.

NOTE: If the authorizing official is not the individual submitting the application via GMS, be sure the correct authorizing official information has been entered.

Letter of Nonsupplanting

A letter to OVW’s Director, Diane M. Stuart, certifying that supplanting of non-Federal funds will not take place should a grant award be made, must be faxed to (202) 354-4147 or electronically scanned and submitted as an attachment via GMS. Please refer to Appendix E for a sample letter.

Indirect Cost Rate Agreement

If your organization is requesting indirect costs for this project, please include a copy of your current, signed indirect cost rate agreement.

Additional Program Requirements

Technical Assistance

Grant recipients are required to work collaboratively with staff from OVW and designated technical assistance providers for the Initiative. Grant recipients will be asked to identify grant supported personnel and project partner representatives to

participate in technical assistance events. Participation in technical assistance events will often involve out-of-state travel and applicants are therefore required to include \$25,000 in the project budget to support travel costs associated with these activities.

Performance Measures and Evaluation

There are two statutory requirements that require VAWA grantees to collect and maintain data that measures the effectiveness of the funded project. The first is the **Government Performance and Results Act of 1993 (GPRA)** which was enacted to increase Congressional and Administrative focus on the results from government programs and activities. At its simplest, GPRA asks "What are we getting for the money that we are spending?" To make GPRA more directly relevant for federal officials who manage grant programs, GPRA expands this question into three: What is your program trying to achieve? How will its effectiveness be determined? How is it actually doing?

All OVW grant recipients are now required to report on the effectiveness of their programs. Specifically, OVW is seeking information that will illustrate the effectiveness of grant supported activities, including baseline information and post-project information that can demonstrate an increase in the ability of

victims to access services. This information will be incorporated into the semi-annual progress reports described below.

Reporting Requirements

Grantees will be required to submit quarterly Financial Status Reports and semi-annual Progress Reports. In addition, grant recipients who expend \$300,000 or more in federal funds during their fiscal year are required to submit a single organization-wide audit. Beginning with recipient fiscal years ending 12/31/03 or later, the threshold is \$500,000. Additional information on these reporting requirements will be provided to successful applicants in the award package.

OJP Financial Guide

All grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available from the Department of Justice Response Center (1-800-421-6770) and also through the OJP web page: <http://www.ojp.usdoj.gov/OC/FinGuide/guide>

Single Point of Contact Review

Executive Order 12372 requires applicants from State and local units of government or other organizations providing

services within a State to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the State. Applicants must contact the State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC or the reason such submission is not required should be indicated on the Form SF-424. The list of SPOCs can be found at: <http://www.whitehouse.gov/omb/grants/spoc.html>.

Faith-Based Organizations

Consistent with President Bush's Executive Order 13279, December 12, 2002, it is now OVW policy that faith-based and community organizations that statutorily qualify as eligible applicants under OVW programs are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with non faith-based and community organization grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in

the organization.

Civil Rights Compliance

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws, including Title VI of the Civil Rights Act of 1964 ("Title VI") and section 809 of the Omnibus Crime Control and Safe Streets Act of 1968 ("Safe Streets Act"), as amended. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office of Civil Rights of the Office of Justice Programs. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

Services to Limited-English-Proficient (LEP) Persons:

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including

oral and written translation, where necessary. The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov or by contacting the Office of Justice Program's Office for Civil Rights at (202) 307-0690, or by writing to the following address:

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 7th Street, N.W., 8th Floor
Washington, DC 20531

How To Apply

Applicants must submit a fully executed application to OVW through the **Grants Management System (GMS)**, including all required supporting documentation. (Please refer to Appendix G, the GMS Quick Start Guide.)

The following documents must be submitted via GMS:

- ☐ the SF-424;
- ☐ Certifications and Assurances;
- ☐ the project abstract and project narrative; and
- ☐ the budget, budget summary and budget narrative.

Supporting documentation can be submitted either via fax to 202/354-4147, or electronically through GMS, and should include:

- ☐ the MOU;
- ☐ current indirect cost rate agreement, if applicable; and

- ☐ the letter of non-supplanting;

Note: The Catalog of Federal Domestic Assistance number for the President's Family Justice Center Initiative applications is 16.590.

Detailed instructions on how to use the GMS system to submit your application online are available at the Office's web page, www.usdoj.gov/vawo. Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-888-549-9901.

Additionally, to help expedite the peer review process, applicants **must mail 1 original and 3 complete copies of the application, postmarked by February 5, 2003 to:**

**The President's Family Justice
Center Initiative
Aspen Systems Corporation
Mail Stop 2K
2277 Research Boulevard
Rockville, MD 20850**

Application Due Date

Applications must be electronically received by the close of business (5:30 p.m. EST) on **February 5, 2004** through GMS. The application attachments (e.g., MOU, Letter of Non-Supplanting, etc.), which may be faxed to (202) 354-4147 or submitted through GMS as attachments, must also be received by 5:30 p.m. EST on **February 5, 2004**.

The required original and 3 hard copies of the application must be **postmarked by February 5, 2004**.

It is strongly recommended that applicants use an overnight delivery method which provides a receipt.

We recommend that you register through GMS at least two weeks before the application due date, or no later than **January 15, 2004**. All applicants must receive confirmation that you are eligible to submit an application through GMS prior to completing the application submission process.

For additional information, please contact the Office on Violence Against Women at (202) 307-6026.

APPENDIX A

LETTER OF INTENT

Dear Office on Violence Against Women:

I intend to apply for funds under the President's Family Justice Center Initiative.

Name: _____

Date: _____

Position: _____

Organization: _____

Address: _____

City/State/Zip: _____

Phone: _____

FAX: _____

E-mail: _____

Please FAX to:
Office on Violence Against Women
ATTN: The President's Family Justice Center Initiative
202/307-3911

Please submit by December 12, 2003

APPENDIX B

QUICK TIPS TO CERTIFICATION OF ELIGIBILITY LETTER

- **Pay close attention to certification #5. As a result of VAWA 2000 additional stipulations have been added to this requirement; For help assessing your compliance with this requirement, please go to:
www.ojp.usdoj.gov/vawo/filingfeeschart.htm**
- **Ensure all language in the letter reflects what is outlined in the solicitation and highlighted in the following sample letter. Note: an “and” or an “or” in the incorrect place or missing can make the letter wrong, therefore making the application ineligible for funding; and**
- **Have the Chief Executive Officer sign the letter. Examples: Governor from a state applicant, Chief Justice from a court applicant and Mayor, County Executive or Tribal Chairman from a unit of local government or Indian Tribal government applicant.**

APPENDIX C

SAMPLE CERTIFICATION OF ELIGIBILITY LETTER [Applicant Letterhead]

[date]

Diane Stuart, Director
Office on Violence Against Women
810 7th Street, NW
Washington, DC 20531

Re: Application #2003-XXXXX-XX-XX

Dear Ms. Stuart

As Chief Executive Officer of [enter jurisdiction name], I submit this letter to certify to the following:

- A. the laws or official policies of [the jurisdiction] encourage or mandate arrests of domestic violence offenders based on probable cause that an offense has been committed;
2. the laws or official policies of [the jurisdiction] encourage or mandate arrests of domestic violence offenders who violate the terms of a valid and outstanding protection order;
3. the laws, policies, or practices and the training programs of [the jurisdiction] discourage dual arrests of offender and victim;

- D. the laws, policies, or practices of [the jurisdiction] prohibit issuance of mutual restraining orders of protection except in cases where both spouses file a claim and the court makes detailed findings of fact indicating that both spouses acted primarily as aggressors and that neither spouse acted primarily in self-defense; and
- E. the laws, policies, and practices of [the jurisdiction] do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, or in connection with the filing, issuance, registration, or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, stalking, or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the State, tribal, or local jurisdiction.

Sincerely, **[chief executive officer]**

Appendix D

BUDGET DETAIL WORKSHEET AND SAMPLE BUDGET

OMB Approval No.121-0188
Expires 5-98 (Rev. 12/97)

SAMPLE

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

(Example assumes a 18 month budget period.)

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Ellen Smith, Investigator	$(\$50,000 \times 100\% \times 1.5)$	\$75,000
2 Advocates	$(\$50,000 \times 100\% \times 1.5 \times 2)$	\$150,000
Administrative Assistant	$(\$40,000 \times 50\% \times 1.5)$	<u>\$30,000</u>

		\$255,000
Cost of living increase	(\$85,000 x 2%)	\$1,700
Overtime per investigator	(\$36/hr x 200 hrs)	\$7,200

The investigator and the advocate will be assigned exclusively to domestic violence unit. A half-time administrative assistant will prepare reports and provide other support to the unit. A 2% cost of living adjustment is scheduled for all personnel during year number two. Overtime will be needed during some investigations.

TOTAL \$263,900

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Investigator, 2 Advocates & Admin. Asst.		
Employer's FICA	\$256,700 x 7.65%	\$ 19,638
Retirement	\$256,700 x 6%	\$ 15,402
Health Insurance	\$256,700 x 12%	\$ 30,804
Workman's Compensation	\$256,700x 1%	\$ 2,567
Unemployment Compensation	\$256,700 x 1%	\$ 2,567
Investigator Overtime		
FICA	\$7,200 x 7.65%	\$ 551
Workman's Compensation	\$7,200 x 1%	\$ 72
Unemployment Compensation	\$7,200 x 1%	\$ 72
	TOTAL	<u>\$ 71,673</u>

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
--------------------------	-----------------	-------------	--------------------	-------------

Financial Management

Training	Washington, DC	Airfare	(\$500 x 2 people)	\$ 1,000
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Hotel	(\$125 x 2 people X 2 nights)	\$500
Per diem	(\$35/day x 2 people X 3 days)	\$210

OJP-designated Minneapolis Training

Airfare	(\$150 x 2 people x 2 trips)	
		\$ 600
Hotel	(\$75/night x 2 nights x 2 people x 2 trips)	\$ 600
Per diem	(\$35/day x 3 days x 2 people x 2 trips)	\$ 420

The two advocates will attend training on domestic violence in Minneapolis in October.

OJP-designated Training and Technical Assistance (Locations unknown at this time)**3 trips, Investigator & 1 Advocate**

Airfare	(3 trips x \$525 x 2 people)	\$ 3,150
Hotel	(\$90/night x 3 trips x 4 nights x 2 people)	\$ 2,160
Per Diem	(3 trips x \$35/day x 5 days x 2 people)	\$ 1,050

4 trips, Investigator & 2 Advocates

Airfare	(3 persons x 4 trips x \$525)	\$ 6,300
Hotel	(3 persons x 4 trips x \$90/night X 4 nights)	\$ 4,320
Per Diem	(3 persons x 4 trips x \$35/day X 5 days)	\$ 2,100

2 trips, 1 Advocate

Airfare	(\$300 x 2 trips)	\$ 600
Hotel	(\$75/night x 2 trips X 3 nights)	\$ 450
Per Diem	(\$35/day x 2 trips X 4 days)	\$ 280
Training within 200 miles (Location unknown at this time)		
Mileage	(1,915 miles x .36)	\$ 690
Hotel	(\$90/night x2 people x 2 nights x 4 trips)	\$ 1,440
Per Diem	(\$35/day x 2 peopleX 3 days x 4 trips)	\$ 840

The organization's established travel policies will be utilized.

TOTAL \$26,710

D. Equipment -List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
3 -Pentium III Processor	(\$2,000 x 3)	\$6,000
Video Camera		\$1,000

The computers will be used by the investigator and the advocates to analyze case and intelligence information. The camera will be used for investigative and crime scene work.

TOTAL \$ 7,000

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies	(\$75/mo x 18 mos)	\$ 1,350
Postage	(\$30/mo x 18 mos)	\$ 540
Training Materials	(\$2/set x 500 sets)	1,000

Office supplies and postage are needed for general operation of the program. Training materials will be developed and used by the investigators to train patrol officers how to preserve crime scene evidence.

TOTAL \$ 2,890

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable, Consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
----------------	----------------------------	-------------

TOTAL _____ 0

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Jane Doe	Domestic Violence Trainer	(\$150/day x 30 days)	\$4,500

Jane Doe, Domestic Violence Trainer, will be hired, as needed, to assist with the education of the local law enforcement officers and the court personnel.

Subtotal \$ 4,500

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
-------------	-----------------	--------------------	-------------

Airfare	San Diego	\$400 x 6 trips	\$2,400
Hotel		(\$100/day x 30 days)	\$3,000
Per Diem		(\$35/day x 30 days)	\$1,050

Jane Doe is expected to make up to 6 trips to provide training and technical assistance to the project.

Subtotal \$ 6,450

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost, Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Cost</u>
Not applicable	Subtotal <u>0</u>

TOTAL \$ 10,950

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
Rent	(700 sq. ft. x \$15/sq. Ft.) (\$875 mo. x 18 mo.)	\$15,750

This rent will pay for space for the domestic violence unit. No space is currently available in city owned buildings.

Telephone	(\$125/mo. x 18)	\$2,250
Printing/Reproduction	(\$150/mo. x 18)	\$2,700

TOTAL \$ 20,700

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an

approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
-------------	-------------	------

TOTAL		0
-------	--	---

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
-------------	-------------	------

TOTAL		0
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Budget Summary

When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	\$ <u>263,900</u>
B. Fringe Benefits	\$ <u>71,673</u>
C. Travel	\$ <u>26,710</u>
D. Equipment	\$ <u>7,000</u>
E. Supplies	\$ <u>2,890</u>
F. Construction	\$ <u>0</u>
G. Consultants/Contracts	\$ <u>10,950</u>

H. Other	\$ <u>20,700</u>
Total Direct Costs	\$ <u>403,823</u>
I. Indirect Costs	\$ <u>0</u>
TOTAL PROJECT COSTS	\$ <u>403,823</u>
Federal Request	\$ <u>403,823</u>
Non-Federal Amount	\$ <u>NA</u>

Appendix E

SAMPLE NON-SUPPLANTING LETTER

 SAMPLE

[Applicant Letterhead]

[date]

Office on Violence Against Women
810 7th Street, NW
Washington, DC 20531

[Applicant] certifies that any funds awarded through the Rural Domestic Violence and Child Victimization Enforcement Grant Program will be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated for the purpose of providing

services to victims of domestic violence, dating violence and child victimization. The **[name of applicant]** understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Sincerely,

[Applicant's Authorizing Official]

Appendix F

Statutory Eligibility Summary For Rural States

Within These Designated Rural States:	The Eligible Applicants Are:
Alaska, Arizona, Arkansas, Colorado, Idaho, Iowa, Kansas, Maine, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Vermont, and Wyoming	1) The State 2) Local Governments 3) Public Entities 4) Private Entities

Appendix G

GMS Quick Start Guide

Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System (GMS)

- ◆ Step 1. Using your established Internet account,* go to www.ojp.usdoj.gov/fundopps.htm. An online GMS Application Procedures Handbook is available on this page, and you may link directly to GMS, which will provide online "help" screens.
- ◆ Step 2. Select "Logon to the Grants Management System (GMS)" to apply for OVW grant funding.
- ◆ Step 3. If you have never used GMS, click on "New User? Register Here" and follow the on-screen instructions to register with GMS. After you register, you must select the FY 2004 President's Family Justice Center solicitation and begin working on it so that your registration will be sent to OVW. You will receive confirmation through email that you are eligible to submit your application. Confirmation may take up to one week.

If you are not a new user and have a GMS password, click on

“Login.” If your password has expired, you will receive an “Authentication Error” or “Unauthorized User” message. In this case, click on “Having Login Problems?” for assistance in updating your password.

Please Note: Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization (e.g., executive director, attorney general, governor). If the individual applying online is not the authorizing official, that individual **must** list the authorizing official’s name and contact information where appropriate.

- ◆ **Step 4.** To submit your application online, complete the on-screen *424 /Application for Federal Assistance* upload your budget narrative (which should include your budget detail), program narrative, and other program attachments in either word processing or spreadsheet files. You will be able to attach an unlimited number of attachments. All supporting documentation may be submitted as attachments. Please use descriptive titles when naming the attachments for easy identification, i.e., MOU, letter of non-supplanting. After submission, you will receive confirmation through email that OVW has received your application and you will be given an application number for future reference. Documents that cannot be submitted electronically through GMS (e.g. MOU, and letter of non-supplanting) must be faxed to both (202) 354-4140 and (202) 354-4147. **You must include your GMS application number and the Program title of the OVW program to which you are applying on all materials submitted by fax.**

If you have any questions about GMS or need technical assistance with applying online, contact the GMS Hotline at 1-888-549-9901.

****If you do not have an Internet account, call the GMS Hotline at 1-888-549-9901 for assistance.***